



# South Dakota Board of Nursing

South Dakota Department of Health  
722 Main Street Suite 3, Spearfish, SD 57783  
(605) 642-1388; Fax: 642-1389; WWW.STATE.SD.US/DOH/NURSING

## Medication Administration Training Program for Unlicensed Assistive Personnel Application for Re-Approval of Training Program

Medication administration may be delegated only to those individuals who have successfully completed a training program pursuant to ARSD 20:48:04.01:14. An application along with required documentation must be submitted to the Board of Nursing for approval. Written notice of approval or denial of the application will be issued upon receipt of all required documents. Send completed application and supporting documentation to the Spearfish BON address or fax above.

Name of Institution: Jenkins Living Center  
Name of Primary Instructor: Gloria Ristvedt, RN  
Address: 215 S. Maple St.  
Watertown, SD 57201  
Phone Number: 605-886-5777 Fax Number: 605-886-0790  
E-mail Address of Faculty: gloria@jenkinslivingcenter.com

- Request re-approval using the following approved curriculum(s): (Each program is expected to retain program records using the Enrolled Student Log form.)
  - ☐ 2011 SD Community Mental Health Facilities (only approved for agencies certified through the Department of Social Services)
  - ☐ Gauwitz Textbook - Administering Medications: Pharmacology for Health Careers, Gauwitz (2009)
  - ☐ Mosby's Textbook for Medication Assistants, Sorrentino & Remmert (2009)
  - ☐ Nebraska Health Care Association (2010) (NHCA)
  - ☒ We Care Online
  - ☐ EduCare
- List faculty and licensure information: For new RN faculty: 1) attach resume/work history with evidence of minimum 2 years clinical RN experience, and 2) attach a new Curriculum Application Form identifying areas of teaching.

| RN FACULTY/INSTRUCTOR NAME(S) | RN LICENSE |                |                 |                                      |
|-------------------------------|------------|----------------|-----------------|--------------------------------------|
|                               | State      | Number         | Expiration Date | Verification<br>(Completed by SDBON) |
| <u>Gloria Ristvedt</u>        | <u>SD</u>  | <u>R011362</u> | <u>12/13/15</u> | } <u>Authored</u>                    |
| <u>Barb Olson</u>             | <u>SD</u>  | <u>R026156</u> | <u>4/10/15</u>  |                                      |
| <u>Marcia Leemhuis</u>        | <u>SD</u>  | <u>R020815</u> | <u>6/7/15</u>   |                                      |
| <u>Shawn Gilman</u>           | <u>SD</u>  | <u>R026326</u> | <u>10/1/14</u>  |                                      |

- Complete evaluation of the curriculum / program: (Explain 'No' responses on a separate sheet of paper.)

| Standard   | Yes | No |
|--|-----|----|
| 1. Each person enrolled in your program had a high school diploma or the equivalent.                                     | ✓   |    |
| 2. Your program was no less than 16 classroom hours and 4 hours clinical/laboratory instruction for a total of 20 hours. | ✓   |    |
| 3. Your program's faculty to student ratio did not exceed 1:8 in the clinical / lab setting                              | ✓   |    |
| 4. Your program's faculty to student ratio did not exceed 1:1 in skill performance evaluation /competency validation.    | ✓   |    |
| 5. Each student's performance was documented using the SD clinical skills checklist form.                                | ✓   |    |
| 6. You maintain records using the Enrolled Student Log(s) form.  | ✓   |    |

RN Faculty Signature: Gloria Ristvedt, RN Date: 3/3/14

### This section to be completed by the South Dakota Board of Nursing

|  |                                  |
|--|----------------------------------|
| Date Application Received: <u>3/4/14</u>       | Date Notice Sent to Institution: |
| Date Application Approved: <u>3/10/14</u>      | Application Denied. Reason:      |
| Expiration Date of Approval: <u>April 2016</u> |                                  |
| Board Representative: <u>[Signature]</u>       |                                  |

South Dakota Board of Nursing  
Curriculum Content Application Form: *We Care Online*

This form provides onsite clinical RN primary instructors a guide on how to teach the content of the We Care Online curriculum. Complete column 4 on page 4\*\*\* with the name of RN responsible for teaching the 4-hour clinical lab portion of training. See bottom of page 4. Submit completed curriculum content form to BON with your completed initial or Reapproval Application.

Name of Curriculum: We Care Online Medication Aide (revised to use Mosby's Textbook for Medication Assistants, Mosby: St. Louis, MO)

| 1. Curriculum Requirements Pursuant to ARSD 20:46:04-01:15  | 2. Content Outline   | 3. Time Frame | 4. RN Instructor      | 5. Teaching Methodology Used May include lecture, self study, online, case study  |
|---|--|---------------|-----------------------|---|
| <p>t). General information relevant to the administration of medications including:</p> <p>a. Governmental regulations related to the practice of nursing; the administration of medication and the storage, administration, and recording of controlled substances.</p> <p>b. Ethical issues.</p> <p>c. Terminology, abbreviations, and symbols.</p> <p>d. Medication administration systems.</p> <p>e. Forms of medication.</p> <p>f. Procedures and routes of medication administration.</p> <p>g. Medication references available.</p> <p>h. The role of unlicensed assistive personnel in administering medications.</p> <p>i. The five rights of medication administration: right patient, right medication, right dose, right time, right route, and.</p> <p>j. Infection control policies and procedures.</p> | <p>1. General information</p> <ul style="list-style-type: none"><li>Governmental regulations related to medication administration<ul style="list-style-type: none"><li>SD Specific Legal Requirements</li></ul></li></ul> <p>WeCare course platform (blackboard) includes links to SD Board of Nursing (BON) delegation rules on medication administration</p> <p>SD Department of Health regulations related to medication administration, storage, role of UAP in administering meds, as well as links on abuse and neglect reporting. Below is from course syllabus (posted in the course) for Unit 1.</p> <p>1. The Medication Aide and/or Medication Assistant</p> <p>a. Explain the role and range of functions for medication aides or assistants</p> <p>b. Identify what medication aides/assistants can and cannot do</p> <p>2. Delegation</p> <p>a. Explain your role in the delegation process</p> <p>b. Explain how to accept or refuse a delegated task</p> <p>3. Ethics and Laws/governmental regulations</p> <p>4. Assisting with the Nursing Process</p> <p>5. Basic body structure, systems and functions</p> <p>6. Basic pharmacology</p> <p>7. Life span considerations</p> <p>8. Drug orders and prescriptions</p> <p>9. Safety in Medication administration</p> <p>a. Six Rights</p> <p>i. Right Drug</p> <p>ii. Right Time</p> | 8 hours       | Bonnie Henningson, RN | <p>Sorrentino, S. &amp; Remmert, L. (2009), <i>Mosby's Textbook for Medication Assistants</i>, Mosby: St. Louis, MO</p> <p>Self- study assigned reading of Mosby text (reading time is excluded). The rest of the coursework is completed online and students are given 3 weeks to finish the course.</p> <p>Unit 1 includes assigned reading of Ch. 1-13 of Mosby's. Students must also respond to several discussion questions for each unit.</p> <p>Chapter topics for Unit 1 =</p> <p>1: The Medication Assistant</p> <p>2: Delegation</p> <p>Include 2 discussion questions on role of medication assistant.</p> <p>3. Ethics and Law</p> <p>4. Assisting with the Nursing Process</p> <p>5. Body Structure &amp; Function</p> <p>6. Basic Pharmacology</p> <p>7. Life Span Considerations</p> <p>8. Drug Orders &amp; prescription</p> <p>9. Medication Safety</p> <p>10. Oral, Sublingual, Buccal</p> <p>11. Topical</p> <p>12. Eye, Ear, Nose, Inhaled</p> <p>13. Vaginal, Rectal</p> <p>Course includes links to PDR and</p> |



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|   | <ul style="list-style-type: none"> <li>iii. Right Route</li> <li>iv. Right dose</li> <li>v. Right person</li> <li>vi. Right documentation</li> <li>b. Preventing Infections</li> <li>10. Oral medications (including sublingual and buccal)</li> <li>11. Topical Drugs</li> <li>12. Eye, Ear, Nose and Inhaled Drugs</li> <li>13. Vaginal and rectal drugs</li> </ul>  |                 |                              | <p>other drug reference sites</p> <p>We include discussion question specific to six rights of administration</p> <p>Slides included on infection control with discussion question specific to medication contamination.</p> <p>Discussion questions on life span considerations based on site student will be working in.</p>   |
| <p>Unit Test (NCEP 2014040114) - Tests are developed for each unit in curriculum including a final test. A passing score of 85% is required on each unit test with an opportunity to retake each test one time. If a student fails on retake, additional instruction is required before further testing is allowed.</p>   | <p>Administer unit 1 test</p> <p>Exam for Unit 1 consists of 119 questions (multiple choice) selected from the test bank for chapters 1-13 from the publisher.</p>   | <p>1 hour</p>   | <p>Bonnie Henningson, RN</p> | <p>Passing score of 85% is required; may retake test once. Grades are maintained including scores and dates of any attempt prior to attaining the required score. If student fails first attempt, student and faculty contact are notified of need to retake (this is also posted in the course) and reminded of limit of 2 attempts.</p>   |
| <p>2) An overview of the major categories of medications related to the body systems, including:</p> <ul style="list-style-type: none"> <li>a) Cardiovascular</li> <li>b) Endocrine</li> <li>c) Gastrointestinal</li> <li>d) Integumentary</li> <li>e) Musculoskeletal</li> <li>f) Nervous</li> <li>g) Reproductive</li> <li>h) Respiratory</li> <li>i) Sensory</li> <li>j) Urinary and</li> <li>k) Immune</li> </ul> | <p>2. Overview of major categories of medications relating to body systems. WeCare Course includes an overview of the major categories of medications related to the body systems and human conditions or disorders including:</p> <ul style="list-style-type: none"> <li>a. Drugs affecting the Nervous System</li> <li>b. Drugs for Mental Health Disorders</li> <li>c. Drugs for Seizures</li> <li>d. Drugs for Pain</li> <li>e. Drugs to lower lipids &amp; Treat hypertension</li> <li>f. Drugs for dysrhythmias</li> <li>g. Drugs for angina, PVD and Heart failure</li> <li>h. Drugs for Diabetes</li> <li>i. Drugs for Thromboembolic Diseases</li> <li>j. Drugs for Respiratory Diseases</li> </ul> <p>Please note - we added a 3<sup>rd</sup> unit to break up the work more evenly over the 3 weeks allowed for completion.</p> | <p>11 hours</p> | <p>Bonnie Henningson, RN</p> | <p>Unit 2</p> <p>Assigned reading from Mosby of chapters 14-25. Topics covered -</p> <ul style="list-style-type: none"> <li>14. Drugs Affecting Nervous System</li> <li>15. Drugs Used for Mental Health Disorders</li> <li>16. Drugs used for Seizure Disorders</li> <li>17. Drugs used to Manage Pain</li> <li>18. Drugs used to Lower Lipids</li> <li>19. Drugs Used to Treat Hypertension</li> <li>20. Drugs Used to Treat Dysrhythmias</li> <li>21. Drugs Used to Treat Angina, PVD &amp; Heart Failure</li> <li>22. Drugs Used for Diuresis</li> <li>23. Drugs Used to Treat Thromboembolic Diseases</li> <li>24. Drugs Used to Treat Respiratory Diseases</li> </ul> |



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|  |  | Unit 3 content covers these are from Mosby chapters listed =<br>26. Drugs for Nausea, Vomiting, Constipation & Diarrhea<br>27. Drugs used for Diabetes & Thyroid<br>28. Corticosteroids and Hormones<br>29. Drugs for Men and Women's health<br>30. Drugs for urinary system disorders<br>31. Drugs for Eye disorders<br>32. Drugs for Cancer<br>33. Drugs affecting muscles & joints<br>34. Drugs for infections<br>35. Nutrition & herbal/dietary supplements | Unit 3 =<br>6 hours          | Bonnie Henningson, RN   | 25. Drugs used to Treat Gastro-Esophageal Reflux and PUD<br><br>Slides, web site links with embedded video on most content topics plus 4 discussion questions on cardiovascular meds, drug review, and crushing meds.<br><br>Unit 3 =<br>Assigned reading Mosby Ch.26-35<br>Slides, web site links on most of these content topics plus 3 discussion question on gastrointestinal, urinary and use of antibiotics.<br>Slides and links on Anti-neoplastic drugs, vitamins, minerals & herbs and antibiotics and antifungals, drugs for eye, ears and skin. |
| ReUnit Test (ARSD 204804.01:14 - see above)  |  | Administer unit 2 test<br>Exam for Unit 2 consists of 80 questions (multiple choice) selected from the test bank for chapters 14-25 from the publisher.   | 1 hour                       | Bonnie Henningson, RN   | Passing score of 85% required; may retake test once.<br>Grades are maintained including scores and dates of any attempt prior to attaining the required score. If student fails first attempt, student and facility contact are notified of need to retake (this is also posted in the course) and reminded of limit of 2 attempts.  |
| 3) Additional instruction shall include these categories of medications relevant to the health care setting where the unlicensed person will be employed and   |  | Note = Discussion questions on Life span considerations based on site student will be working at is in Unit 1.  | Time included in unit 1      | Bonnie Henningson, RN   | Note = Discussion questions on Life span considerations based on site student will be working at is in Unit 1.   |
| Unit Test (ARSD 204804.01:14 - see above)  |  | Administer unit 3 test<br>Exam for Unit 3 consists of 80 questions (multiple choice) selected from the test bank for chapters 26-35 from the publisher.   | .75 hour                     | Bonnie Henningson, RN   | Passing score of 85% required; may retake test once.<br>Grades are maintained including scores and dates of any attempt prior to attaining the required score. If student fails first attempt, student and facility contact are notified of need to retake (this is also posted in the course) and reminded of limit of 2 attempts.  |
| Unit Test (ARSD 204804.01:14 - see above)  |  | Administer comprehensive final test<br>The final exams consists of 85 questions (multiple choice) selected from the prior unit exams (so comprehensive of entire content).  | .75 hours                    | Bonnie Henningson, RN   | Passing score of 85% required; may retake test once.<br>Final grades are sent from WeCare to the facility clinical RN who  |
| 4) Clinical or laboratory instruction for the purpose of demonstration of medication administration and evaluation of individual competence.<br>(ARSD 204804.01:14. Facility-to-student ratio cannot exceed 1:8 in clinical setting. A 1:1 ratio is required for skills performance evaluation.) |  | Clinical lab instruction provided by on-site instructor (1:8 instructor-to-student ratios).<br><br>Skills performance evaluation/competency completed (1:1 instructor-to-student ratio required).   | 4 hrs.<br>NOT part of WeCare | Facility RN approved by SD Board of Nursing:<br><br>RN Name:<br>Gloria Ristvedt<br>Barb Olson | maintains the log of scores and clinical completion<br><br>Complete required Skills Performance Evaluation form for each student that passes tests. (additional checklists may also be completed as desired)   |
| Required hours: 16 classroom instruction, 4 laboratory instruction 20 hours  |  | WeCare Online course completion (excludes time reading assigned text and clinical time)   | 28.5                         |   |  |

SD BON Reviewer Use Only

Date Application received: 8/20/14 Criteria Met: X Yes    No; reason denied:   BON Staff Representative: